Community Development Financial Institutions (CDFI) Fund

FY 2008 CDFI Program Application Workshop

The mission of the CDFI Fund (the Fund) is to expand the capacity of financial institutions to provide credit, capital, and financial services to underserved populations and communities in the United States.

Programs and Initiatives

The Fund achieves its mission by directly investing in and supporting Community Development Financial Institutions (CDFIs), Community Development Entities (CDEs), and other financial institutions through the following programs and initiatives:

- CDFI Program
  - Financial Assistance (FA) Awards
  - Technical Assistance (TA) Awards
- Native Initiatives Program
- Bank Enterprise Award (BEA) Program
- New Markets Tax Credit (NMTC) Program

Agenda

- CDFI Fund Organization Overview

- FY 2008 CDFI Program
  - Overview
  - Financial Assistance
  - Technical Assistance

- Comprehensive Business Plan
  - Technical Assistance Proposal
  - Executive Summary
  - Questions 1 thru 30
  - Application Charts

- Submitting the Application

- Application Review & Awardee Selection

- Reporting and Compliance

- Reminders

- Questions and Answers

Questions?

Email: cdfihelp@cdfi.treas.gov

- Promote economic revitalization and community development.

- Help build the capacity of CDFIs to serve eligible Target Markets.

- Leverage CDFI Fund resources.

Financial Assistance Award Uses

- Financial Products

- Loan Loss Reserves

- Capital Reserves

- Operations

Technical Assistance Award Uses

- Personnel (Salary)

- Personnel (Fringe Benefits)

- Training

- Travel

- Professional Services

- Materials / Supplies

- Equipment and Other Capital Expenditures

- Other Costs

Financial Assistance

Awards

FA Applicant Eligibility Factors

FA awards are available to:

- Certified CDFIs: certification by the Fund has not expired or been terminated by the Fund.

- Certifiable CDFIs: entities that are not certified, but currently meet all seven certification requirements.
  - Must submit Certification Application by Wednesday, October 17, 2007 and be certified before entering into an Assistance Agreement.
  - Contact the Fund with questions about the Certification Application by Monday, October 15, 2007

An entity must meet all of the following requirements to be certified as a CDFI:

- Be a Legal existing entity,

- Have a Primary Mission of promoting community development,

- Be a Financing Entity,

- Primarily serves principally an eligible Target Market.

- Provide Development Services in conjunction with its financing activities,

- Maintain Accountability to its defined Target Market.

- Be a Non-Governmental Entity, and not be controlled by any governmental entities.

Types of certified CDFIs:

- FDIC-insured Community Banks
- Bank Holding Companies
- Credit Unions
- Housing, Business & Micro Loan Funds
- Community Development Venture Capital Funds

Average asset size of depository institution CDFIs is $32 million.

Average asset size of non-depository institution CDFIs is $21 million.

FA Awards

- Maximum FA Award amount, depends on Applicant type:
    - Category I (SECA) - $500,000
    - Category II (Core) - $2 million

- Requirement of non-federal matching funds.

FA Applicant Categories

Category I: Small & Emerging CDFI Assistance (SECA)

- Generally younger and/or smaller in asset size.
- Maximum prior cumulative/aggregate FA award limit = $500,000.
- **Maximum FA request of $500,000**.

Category II: Core

- All applicants that do not qualify for SECA category.
- Generally older, larger CDFIs.
- **Maximum FA request = $2 million.**

Matching Funds

- Matching Funds are required for all FA awards.

- Eligible Matching Funds window begins:
  - January 1, 2006.

- All Matching Funds must be In-Hand by:
  - March 14, 2009.

- Three categories of Matching Funds:
  1. In-Hand;
  2. Firmly Committed; and
  3. To Be Raised.

Matching Funds

Category I / SECA Applicants:

- Matching Funds equal to 25% of requested In-Hand Firmly Committed from January 1, 2006 to October 31, 2007.

Category II / Core Applicant:

- Matching Funds equal to requested FA Award100% of Matching Funds In-Hand or Firmly Committed from January 1, 2006 to October 31, 2007.

Matching Funds

- Must be comparable in form: grant to grant, loan to loan.
  - Fund does not match in-kind contributions.
  - Fund can match Retained Earnings with grant.

- Must be comparable in value: $1 to $1.

- Must be from non-Federal sources.

- Must not have been used to match another Federal program.

- Must be disbursed or committed to the Applicant (not an affiliate).

Documentation and Other Requirements:

- Matching Funds Data Chart
  - Chart A in the Application Charts Excel Workbook

- Documentation:
  - In-Hand: copy of executed documentation showing (i) the form of match, and (ii) that the match was disbursed.
  - Firmly Committed: written documentation evidencing that the Applicant has entered into or received a legally binding commitment.
  - To Be Raised: letters of interest or documentation demonstrating the likelihood of raising match by March 14, 2009.
  - Matching Funds documentation should be well labeled and organized in application materials. See application for additional guidance.

Using Retained Earnings As Matching Funds:

- Matched as a Grant.

- Complete the Retained Earnings Chart *(Chart B1, B2, or B3 depending on organization type).*

- For Credit Unions using Since Inception: Need to show growth of shares or loans equal to 25% of requested FA Award between December 2006 and December 2007 reporting periods.

Technical Assistance Awards

TA Awards

- A TA Award allows a CDFI or an entity proposing to become a CDFI to build its capacity to serve its Target Market.

- TA can be requested to help an entity become certified as a CDFI.

- TA does not require Matching Funds.

- **Maximum TA Award: $100,000**

TA Awards are available to:

- Certified or Certifiable CDFIs

- Emerging CDFIs
  - Entities that do not currently meet all seven certification requirements, but demonstrate a reasonable plan to become certified by December 31, 2010.

  - Must submit Emerging CDFI Eligibility Questionnaire by November 2, 2007 *(through www.grants.gov submission with other Application materials).*

  - The Applicant must be the Emerging CDFI. A parent entity **CANNOT** apply on behalf of its subsidiary.

Compliance Eligibility Factors

Compliance for Prior Awardees/Allocatees:

- Possible fatal non-compliance factors:
  - Failed reporting requirements.
  - Barred from applying.
  - In default of a prior Agreement.
  - Terminated in default of an Agreement within the past 12-month period prior to the application due date.
  - Undisbursed balances > 5% of applicable prior awards.
    (See NOFA for additional parameters regarding undisbursed balances.)

- Applies to the Applicant as well as any Affiliates.

Current Non-compliance issue under review:

- If an Applicant (or its Affiliate) has submitted a complete and timely report to the Fund demonstrating noncompliance with a previous Agreement

and

- The Fund has yet to make a final determination as to whether the entity is in default

then

- The Fund will review the current Application pending full resolution of the noncompliance.

For Applicants located in or primarily serving a county within a "major disaster area" as declared by FEMA as a result of Hurricanes Katrina or Rita, the Fund is adjusting two Eligibility requirements:

- Reporting requirements;

- Undisbursed balances; and

- The Fund may also approve reduced matching funds requirements for such applicants.

Comprehensive Business Plan (CBP)

The 4 C's of a Good Application:

- Concise

- Complete

- Correct

- Calendar Conscious – Do not be LATE!

Comprehensive Business Plan

	TA Only Applicants	Category I/SECA	Category II/Core
Executive Summary	Not Scored	Not Scored	Not Scored
Market Analysis	25 points	25 points	20 points
Business Strategy	25 points	25 points	20 points
Community Development Performance and Effective Use	20 points	20 points	20 points
Management	20 points	20 points	20 points
Financial Health and Viability	10 points	10 points	20 points
Technical Assistance Proposal	Not Scored	Not Scored	Not Scored

Technical Assistance Proposal (TAP)

- All uses of TA must support one of the key sections of the Comprehensive Business Plan (CBP) or the Applicant's ability to meet a certification requirement (if applicable).

- TA Award Ceiling: $100,000.
  - The Fund will not make a TA award over this amount.

- Generally, all TA awards must be used within 24 months of the Effective Date of the Assistance Agreement.

Three Components of a TA Request:

- **Completed TA Budget** *(Chart C)* – Snapshot list of requested items with total amount $ for each.

- **Technical Assistance Proposal** *(first box in CBP template)* – Provides overall justification for TA request. Describes each item and calculation in detail.

- **CBP TA Questions** *(connect each TA request to at least one CBP component)* – Applicant ties individual TA requests to CBP component.

Eligible TA Uses

- Personnel (Salary)

- Personnel (Fringe)

- Training

- Travel

- Professional service costs:

  - Consultants

  - Contractors

- Materials and Supplies

- Equipment and other capital expenditures

- Other

Personnel – Salary

- Compensation of employees salary for duties related to the purpose of award.

- Salary expenses for up to 2 years.

- Narrative & numerical description of salary computation required.

- Names of personnel (required if current staff).

- Resume or position description required.

Personnel – Fringe

- Compensation for fringe benefits for employees listed under the Personnel Salary line item.

- Narrative & Numerical description of benefits computation required.

- Fringe benefits on overtime hours are limited to FICA, worker's compensation, and unemployment compensation.

Training

- External training for staff, volunteers, and/or board members.

- Training should be related to CBP plan.

- Training event and/or conference should be identified.

- Expenses may include tuition, fees, materials, and textbooks.

- Narrative & numerical description of training cost computation required.

Training - *examples*

- Organizational development classes

- Lending or underwriting workshops

- Shadowing or internship with another CDFI

- CDFI mission related conferences and/or workshops.

Travel

- Air, train, and/or bus fare

- Lodging

- Mileage

- Rental Car

- Taxi

- Per Diem

- Narrative & numerical description of travel cost computation required.

- Travel policy (organizational or federal)

Professional Services – *consultant*

- Individual who provides professional advice or service.

- Resume, attached.

- Maximum ES-4 level, see www.opm.gov

- Narrative & numerical description of consultant cost computation required.

Professional Services – *consultant*

Examples of services:

- Develop a strategic plan

- Conduct market research or product feasibility analysis

- Develop job descriptions

- Develop capitalization plan

Professional Services – *contractor*

- Competitive process to procure a good or service.

- Scope of Work for all contractors.

- Identify entity – if known at time of Application – meaning individual, company, corporation or business.

- All costs including personnel, compensation, travel, materials should be included in contract price.

- Narrative & numerical description of contractor cost computation.

- Procurement policy (organization or federal)

Professional Services – *contractor*

Examples of goods/services:

- Conduct financial audit

- Procure information technology services

- Develop publications

- Develop policies and procedures for: lending, underwriting, risk management, or personnel

Materials and Supplies

- Expendable equipment costing less than $5,000 and useful life of less than two years.

- Examples: office supplies, postage, calculators, brochures, handheld tape recorders, in-house training materials

Equipment

- Non-expendable items (tangible property) with a useful life of more than two years and/or acquisition cost of $5,000 or more per unit.

- Items costing less than $5,000 can be included if recognized as a capital asset.

- Narrative & numerical description of equipment computation.

- Rented or leased items must be included in the contractual line item.

Equipment - *examples*

- Laptops

- Personal computers

- Hardware for Internet compatibility

- Database to manage fundraising and investor relations

- Portfolio management software

- Network software

Other

- Items are listed by type

- Narrative & Numerical description of computation.

- Example of 'Other' items:
    - Rent
    - Telephone
    - Security
    - Janitorial Services
    - Reproduction
    - Memberships
    - Subscriptions

- Awardees are not permitted to use TA funds for any purpose outside of the approved uses as outlined in the assistance agreement without prior approval from the CDFI Fund.

- Any costs for a requested activity incurred prior to receipt of a Notice of Award are ineligible. Applicants may assume Notice of Awards will be sent out no earlier than June 2008.

TA Budget Proposal: Budget Chart

- Snapshot list of requested items with cost calculations.

<table>
<tr><td colspan="5">C. TA Budget Chart</td></tr>
<tr><td colspan="5">Identify all items and / or tasks to be financed with the TA grant.</td></tr>
<tr><td colspan="5">Requested TA may not be expended prior to execution of a Notice of Award.</td></tr>
<tr><td colspan="5">A. Personnel (Salary)</td></tr>
<tr><td colspan="5">Under Name, list the staff person's name for which salary is requested...</td></tr>
<tr><td>Name</td><td>Position</td><td colspan="2">Computation</td><td>Cost</td></tr>
<tr><td>John Smith</td><td>Executive Director</td><td colspan="2">10% of annual salary of $60,000 for time spent developing marketing plan for new loan product.</td><td>6,000</td></tr>
<tr><td>Abby Jones</td><td>Loan Officer</td><td colspan="2">50% of annual salary of $45,000 for two years for time spent developing new loan product, underwriting new loan product, and other lending related activities.</td><td>24,500</td></tr>
<tr><td colspan="4">Personnel (Salary) Sub-Total:</td><td><u>$30,500</u></td></tr>
<tr><td colspan="5">D. Travel</td></tr>
<tr><td colspan="5">List each travel expenses by purpose ...</td></tr>
<tr><td colspan="4">The following type of travel policies will be used by the applicant</td><td>own</td></tr>
<tr><td>Purpose of Travel</td><td>Location</td><td colspan="2">Computation</td><td>Cost</td></tr>
<tr><td>Homebuyer Counseling Certification Course (NeighborWorks)</td><td>Waco, TX</td><td colspan="2">2 attendees * $300 (airfare) + $30 (per diem for 5 days)</td><td>$900</td></tr>
<tr><td>Business Lending Workshops (ABA)</td><td>New York, NY</td><td colspan="2">1 attendee * $440 (airfare) + $30 (per diem for 4 days)</td><td>$560</td></tr>
<tr><td colspan="4">Travel Sub-Total:</td><td><u>$1,460</u></td></tr>
</table>

TA Proposal: Narrative

- Begins with a summary of the organizational improvements needed to achieve the CBP

- Addresses how the requested TA will facilitate improvements.

- Includes one paragraph per line item on the TA Budget Chart describing:
  - The requested use.
  - How the use will improve Applicant's capacity.
  - How each requested amount was calculated.
  - A timeline of when the activity/purchase will be completed.*

(Should not be schedule before the Notice of Award – Applicants may assume a NOA date of June 2008).

Comprehensive Business Plan TA questions

- Acknowledge areas needing organizational improvement, whether or not requesting a TA grant.

- Reference TA request items from TA Budget Chart – category and amount.

- Explain how each TA item will improve capacity.

(see TA Booklet for more specific guidance and examples)

Executive Summary

Questions 1 – 30

Application Charts

Key Components:

- Mission & Vision of the Organization

- Highlights of the Comprehensive Business Plan

- How will you use an FA Award?

- What is your Certification Status? If Emerging, what is your plan for achieving Certification?

- Applicant Profile

Charts and Attachments:

- Activities Level Chart *(Chart D)*

D. Activities Level Chart

Instructions: Use this chart to identify up to five primary Financial Products and/or Financial Services...

Activity	Historic Activity						Projected Activity							
	2004		2005		2006		2007		2008		2009		2010	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
	$	%	$	%	$	%	$	%	$	%	$	%	$	%
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
	$	%	$	%	$	%	$	%	$	%	$	%	$	%

Market Analysis

Narrative:

1. Briefly describe the Applicant's current or proposed Target Market.

2. Describe the need for the CDFI by providing a sense of the financial marketplace currently available to the community.

3. Discuss the demand for the Applicant's Financial Products, Development Services, and/or Financial Services within the Target Market.

4. Address areas needing improvement and, if applicable, justify requested TA items that will help.

Charts and Attachments:

- Activities Level Chart *(Chart D)*

D. Activities Level Chart

Instructions: Use this chart to identify up to five primary Financial Products and/or Financial Services...

Activity	Historic Activity			Projected Activity			
	2004	2005	2006	2007	2008	2009	2010
	# %	# %	# %	# %	# %	# %	# %
	$ ⎸ %	$ %	$ %	$ %	$ %	$ %	$ %
	# %	# %	# %	# %	# %	# %	# %
	$ ⎸ %	$ %	$ %	$ %	$ %	$ %	$ %

Business Strategy

Narrative:

5. Describe the Applicant's Financial Products and Financial Services.

6. Describe the Applicant's Development Services.

7. Describe the Applicant's marketing, outreach, and delivery strategy.

8. Discuss the Applicant's collaboration, coordination, and partnerships.

9. Address areas needing improvement and, if applicable, justify requested TA items that will help.

Charts and Attachments:

- Activities Level Chart *(Chart D)*

- Community Development Impacts Chart *(Chart E)*

E. Community Development Impact Chart

Instructions: Use this chart to identify up to five community development impacts related ...

The chart assumes the Applicant's most recently completed fiscal year was 2006. If the most recently completed fiscal year was 2007, adjust the fiscal years by editing only the entry in cell G6 to 2007 and the other years will update automatically.

	Historic Activity						Projected Activity							
Activity	2004		2005		2006		2007		2008		2009		2010	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
	$	%	$	%	$	%	$	%	$	%	$	%	$	%

Narrative:

10. Describe the Applicant's community development objectives and how progress toward those objectives is measured.

11. Describe the Applicant's track record of providing Financial Products, Development Services, and/or Financial Services.

12. Discuss how the requested award will enable the Applicant to build its capacity as a CDFI.

13. Discuss why the Applicant should receive a Fund award given the Fund's limited resources.

14. Discuss prior Awards.

15. Address areas needing improvement and, if applicable, justify requested TA items that will help.

Management

Charts and Attachments:

- Organizational Chart

- Biographies of key board members *(e.g., Board chair, advisory board, key committees, etc.)*

- Current resumes of management, key staff, and consultants.

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                    ┌─────────────────────┐
                    │  Executive Director  │
                    └─────────────────────┘
                              │
        ┌─────────────────────┼─────────────────────┐
┌───────────────┐    ┌───────────────┐    ┌───────────────────┐
│  Loan Officer  │    │  IDA Program  │    │ Financial Specialist │
└───────────────┘    └───────────────┘    └───────────────────┘
```

Narrative:

16. Describe the capacity, skills, size and experience of the Applicant's current and/or proposed governing board.

17. Describe the capacity, skills, and experience of the Applicant's current and/or proposed management team and key staff.

18. Describe the Applicant's underwriting policies and procedures.

19. Describe the Applicant's portfolio monitoring policies and procedures.

Narrative *(continued):*

20. Describe the Applicant's financial and risk management policies and procedures.

21. Describe the Applicant's MIS.

22. Discuss the extent to which the Applicant has in place the systems and procedures to ensure ongoing compliance.

23. Describe any plans in place or being developed for the Applicant to merge with, acquire, or be acquired by another entity.

24. Address areas needing improvement and, if applicable, justify requested TA items that will help.

Charts and Attachments:

- Financial Data Input Chart *(Chart F1, F2, or F3 depending on organization type)*

- Financial Statements for the 3 most recently completed fiscal years

- Loan Portfolio Quality Chart *(Chart G)*

- Equity Investment Portfolio Valuation Chart *(Chart H)*

Narrative:

25. Explain which Financial Statements were included with the Application, (audited, reviewed, internally prepared). Explain major discrepancies from chart entries.

26. Provide key assumptions underlying the projections for the projected three years (FY 2007-FY 2009) identified in the Financial Data Input Chart (F1,F2, or F3).

Narrative *(continued):*

27. Financial Ratios: Capital, Asset-Liability Management, Deployment, Self-Sufficiency, Operating Liquidity, Earnings

28. Portfolio Management Ratios: Portfolio-at-Risk, Loan Loss, Loss Reserve

29. Equity Investor Financial Health. *(Only Applicable to Venture Capital Funds)*

30. Address areas needing improvement and, if applicable, justify requested TA activities that will help.

All Applicants should provide narrative for each ratio even if the Fund does not require a Minimum Prudent Standard (MPS).

Application Charts

A. Matching Funds Data Chart

B. Retained Earnings Calculators *(3 versions)*

C. TA Request Summary Chart

D. Activities Level Chart

E. Community Development Impact Chart

F. Financial Data Input Chart *(3 versions)*

G. Loan Portfolio Quality Chart

H. Equity Investment Portfolio Valuation Chart

Submitting the Application

- **Please start your registration early, submit your application early, and verify the submission is received.**

- Call the Grants.gov support staff for questions about the process. Grants.gov help desk: Via phone 1-800-518-4726 or via email at support@grants.gov. The Grants.gov Contact Center hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Central Standard Time.

- You may contact the CDFI Program helpdesk at 202-622-6355.

Start Early!

Grants.gov

- Before you can apply for a CDFI Fund award, your organization must register with Grants.gov.

- The one-time registration process takes several days.

- Download Grants.gov's 2-page summary version of the instructions for "Get Started Now…"

- You can also go directly to the "Get Registered" screen from the Grants.Gov home page to access registration instructions.

Grants.gov Homepage

Steps Covered in the Instructions

- Step 1: Register Applicant Organization with Grants.gov.

- Step 2: Install the PureEdge Viewer.

- Step 3: Access and Save Application Materials.

- Step 4: Create and Save the PureEdge "Grant Application Package" File.

- Step 5: Complete the SF-424.

- Step 6: Upload Application Attachments for Final Submission.

- Step 7: Submit the Final Application Package.

- **Step A**: Obtain a Dunn & Bradstreet Universal Number (DUNS).

- **Step B**: Register your organization with the Central Contractor Registry (CCR).

- **Step C**: Register with Grants.gov's Credential Provider: Operational Research Consultants (ORC).

- **Step D**: Register with Grants.gov.

Obtaining Application Materials

- Save the Application materials to your computer after downloading the PureEdge Viewer and completing the registration process with Grants.gov.

- You must complete <u>at least one</u> of these fields to download an application. Enter either number in the box provided.

  - <u>CFDA Number</u>: **21.020**

  - <u>Funding Opportunity Number</u>: **CDFI-FATA-08**

You will see the box pictured to the right ➔ Click **download**

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
21.020	CDFI-FATA-06	CDFI-FATA-06	CDFI-FATA-06	DOT CDFI	download

Which will take you to the **Download Opportunity Instructions and Application** screen below:

➔ Click 1. **Download Application Instructions** to download the Application Materials (i.e., the templates and charts) and save to your computer.

Download Opportunity Instructions and Application

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 21.020: Community Development Financial Institutions Program
Opportunity Number: CDFIFA05: CDFI FA 05 Grant
Competition ID: CDFIFA05
Competition Title: CDFI FA 05 Grants
Agency: DOT CDFI
Opening Date: 12/07/2005
Closing Date: 01/31/2006

If you would like to be notified of any changes to this opportunity please enter your e-mail address be e-mailed in the event this opportunity is changed and republished on Grants.gov before its clo

[ ] Submit

Download the instructions and application by selecting the download links below. While the instru files may open directly, you may save the files to your computer for future reference and use. You access to read the instructions or the application once you save them to your computer.

1. **Download Application Instructions**

2. **Download Application Package**

Return to **Download Opportunity Instructions and Application** screen below:

➔ Click 2. **Download Application Package** to upload completed Application and supporting documents.

Download Opportunity Instructions and Application

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 21.020: Community Development Financial Institutions Program
Opportunity Number: CDFIFA05: CDFI FA 05 Grant
Competition ID: CDFIFA05
Competition Title: CDFI FA 05 Grants
Agency: DOT CDFI
Opening Date: 12/07/2005
Closing Date: 01/31/2006

If you would like to be notified of any changes to this opportunity please enter your e-mail address be e-mailed in the event this opportunity is changed and republished on Grants.gov before its clos

[   ] Submit

Download the instructions and application by selecting the download links below. While the instru files may open directly, you may save the files to your computer for future reference and use. Yo access to read the instructions or the application once you save them to your computer.

1. **Download Application Instructions**

2. **Download Application Package**

Complete Application offline

This opens a file in the PureEdge software where you will complete the SF-424 and upload the Application materials (referred to here as the **Attachments**) completed offline.

Completing the SF-424

- You can enter data on the SF-424 at any time.

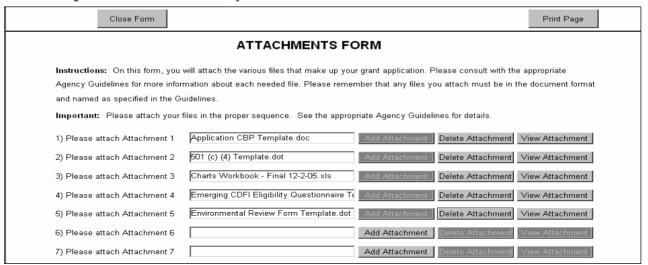- Click Close Form to save and return to the Grant Application Package screen.

Uploading Application Attachments

- From the **Grant Application Package** screen.

- Bottom left corner box called: Mandatory Documents
  ➔ Click **Attachments** then ➔ Click **Open Form**.

- A table will open allowing you to upload each of the documents you've completed.

➜ Click on the arrow button between the two boxes to move **Mandatory Documents** from left box to right box labeled **Mandatory Documents Completed for Submission**.

➜ Click Submit!!

- Email Confirmation Steps

  1. Confirmation receipt with tracking number
     – If no receipt immediately call Grants.gov support

  2. Validation Review
     – Verifies virus-free, meets deadline, mandatory fields complete, and correct DUNS and AOR.
     – Takes 24 – 48 hours after confirmation receipt

  3. Validation receipt via email
     – Indicates pass or fail of validation review
     – Save time for this process

Do Not Forget the Paper Attachments

- Send Paper Attachments to BPD with SF-424 as cover:
  - Matching Funds Documentation (as applicable).
  - Financial Statements.*
  - IRS Documentation of EIN.*
  - myCDFIFund Signature Page.*
  - * You are required to send the originals and four copies of these documents.

(You can print the SF-424 once you have completed it,
but before you have submitted it.)

- **SF-424 and Attachments via Grants.gov:** must be received by Wednesday, **October 31, 2007**, 5:00pm ET.

- **Paper Attachments:** The paper SF-424, Matching Funds Documents, Financial Statements, Organization Chart, Resumes, Statements of Work, and documentation of EIN must be received at the following address by 5:00 pm Friday, **November 2, 2007**.

  CDFI Fund Grants Manager
  CDFI Program
  Bureau of Public Debt (BPD)
  200 Third Street
  Parkersburg, WV 26101-5312
  (304) 480-6088 (Note: Not a toll free number.)

(Applicants are strongly advised to allow at least 2 business days (i.e., not Saturday or Sunday) for overnight delivery to BPD's offices in West Virginia.)

No Exceptions for Late Submission!!!

Important Deadlines

- Certification of Material Event Form:
  - Wednesday, October 17, 2007
- CDFI Certification Application:
  - Wednesday, October 17, 2007
- Last day for Applicant Questions:
  - Monday, October 29, 2007
- Application Submission via Grants.gov:
  - Wednesday, October 31, 2007
- Paper Attachments due to BPD:
  - Friday, November 2, 2007

Incomplete Applications: Applications received after the submission deadlines noted above and/or missing any of the items listed below will be considered incomplete and immediately rejected from consideration for an award without an opportunity to rectify:

- SF 424
- EIN
- Incomplete CBP section of the Application

- The Fund's primary mode of communication with awardees.

- Applicants are REQUIRED to create a myCDFIFund account.

- Applicants who already have myCDFI accounts must update their accounts prior to submitting an Application.

Steps to completing Application Signature Page:

1. Log on to myCDFI account.

2. Click Applications (on left).

3. Choose 2008 FA/TA Signature Page.

4. Follow submitting instructions.

Review Process

Review Process

- Completeness Review.

- Eligibility Review.

- Two-part Substantive Review.

- Selecting Official Award Decisions.

- Grants Management Review.

- Financial Management Award Obligation.

- Award notifications.

Scoring: Compliance

- Last 2 complete fiscal years from application deadline date under active awards or recently terminated awards will be evaluated.
    - See NOFA for specifics or contact CME.

- Points will be deducted from overall score, not from a specific section.

- Any questions, contact the Fund ASAP!

Ranking and Awardee Selection

- TA-Only Applicants and Category I/SECA Applicants:

    - Must receive minimum number of points in each category.

    - Ranked from highest to lowest, based on each Applicant's cumulative scores for all five criteria categories added together.

    - Selected from the top of the ranking list until available funds are depleted.

Ranking and Awardee Selection

- Category II/Core Applicants:

  - Must receive minimum scores in Management and Financial Health and Viability.

  - Ranked from highest to lowest based on the combined scores in Market Analysis, Business Strategy, and Community Development Performance and Effective Use.

  - Selected from the top of the ranking list until available funds are depleted.

Awardee Notification

- Notification via e-mail to the designated Authorized Representative.

- If selected for an award, an Applicant must go to its myCDFIFund account to download and print its Notice of Award.

- Only the Applicant's Account Administrator can access the Notice of Award.

Reporting and Compliance

Key Reporting Requirements

- Annual Report:
  - Institution Level Report.
  - Transaction Level Report.
  - Financial Report.
  - Financial Status Report (269A).
  - Explanation of Noncompliance (if applicable).
  - A-133 narrative statement or audit, as applicable.
  - Use of FA and Matching Funds.
  - Use of TA.
  - Other requirements as applicable.

- Expected Performance Goals
    - Operating Liquidity Ratio of 1:1.
    - Maximum Portfolio at Risk of 15%.
    - <u>Insured Credit Unions</u>: Maintain acceptable Prompt Corrective Action (PCA) Net Worth Ratio of at least 6%.
    - <u>Insured Depository Institutions and Holding Companies:</u> Tier 1 Leverage Capital of at least 8% and Net Loans & Leases to Deposits Ratio of at least 50%.
    - Equivalent of 85% of award amount for activities in Target Market over 3 years.
    - Non-certified Awardees: become certified as CDFIs.
    - Use of TA by completing TA activities and expending TA award dollars by end of second reporting period.

Reminders

Deadlines

- Certification of Material Event Form:
  - » Wednesday, October 17, 2007
- CDFI Certification Application:
  - » Wednesday, October 17, 2007
- Last day for Applicant Questions:
  - » Monday, October 29, 2007
- Application Submission via Grants.gov:
  - » Wednesday, October 31, 2007
- Paper Attachments due to BPD:
  - » Friday, November 2, 2007

Contacting Grants.gov

- Application Materials and Submission:

www.grants.gov

- Grants.gov Contact Center:

Support@grants.gov or 1.800.518.4726

Contacting the Fund

- Programmatic Support:

  cdfihelp@cdfi.treas.gov or 202.622.6355

- Grants Management Support:
  grantsmanagement@cdfi.treas.gov or 202.622.8226

- Compliance Support:

  cme@cdfi.treas.gov or 202.622.8226

- Technical Support:

  ithelpdesk@cdfi.treas.gov or 202.622.2455

- Legal Counsel Support:

  See "How to Request a Legal Review" at www.cdfifund.gov

Call or E-mail: Until Monday, October 29, 2007

- See www.cdfifund.gov for additional information.

Questions and Answers

Thank you for attending today's information session!